

Municipal Electoral Officer Directives: Special Voting Procedures for Canadian Forces electors deployed outside New Brunswick



M 01 405
(2023-11-09)

(Municipal Elections Act, SNB 1979, c. M-21.01 ss.5.1(1), and s.39.1, and 39.3)

Eligibility to Vote

Unlike voting in a federal election, members of the Canadian Forces (CF) do not have special voting rules to determine where they vote. You and your family members are qualified as electors in municipal, district education council, regional health authority and local elections if you:

- are a Canadian citizen;
- will be eighteen years of age on or before the date of the election;
- will be ordinarily resident in the municipality, school subdistrict, or health subregion as of the date of the election; and
- have been or will have been ordinarily resident in the Province for 40 days immediately preceding the date of the election.

If a person's name is not yet on the voters list it must be added before they may vote. In order to be added, eligible electors must show one or more pieces of identification that together, show their name, address, and signature, and sign a certification that they are a Canadian citizen, 18 years of age or older, and have been ordinarily resident in the province for the required time.

Use of Special Ballots

"Special Ballots" are an additional means of voting, for people ordinarily resident in a municipality, school district, or health region who are unable to, or prefer not to vote at the advance or ordinary polling stations. Their particular nature requires a number of steps and a number of forms not required with ordinary voting and ballots.

For deployed Canadian Forces members, the process for voting by special ballot is the same as for any other elector outside of the province. The municipal returning officer of the electoral region with CFB Gagetown ([M11 – Oromocto](#)) will coordinate the special ballot voting process for all deployed Canadian Forces electors so that they may vote as easily as possible.

Process to Vote by Special Ballot

The process to vote by special ballot is as follows:

1. All deployed CF electors who wish to vote by special ballot must first obtain the form entitled “Institutional Voters - Application for Special Ballot Paper and for Addition to List of Electors Application for a Special Ballot”:
 - a. The form may be downloaded at any time from <http://www.electionsnb.ca>, under the ‘Forms’ link, form number M 06 111; or
 - b. The form is included with this document as Appendix A; or
 - c. The form may be obtained from any municipal returning officer in NB.
2. The elector must then complete the form with their:
 - a. Ordinary civic address (this information is used to determine the proper polling division in which the elector votes);
 - b. In general elections, choice of English or French school district when voting for a district education councillor;
 - c. Name, gender, and date of birth; and
 - d. Signature, confirming the information and applying for the special ballot. This signature will be later used to confirm the cast ballot has been sent by the same elector.
3. A local CF official must sign the form certifying that to the best of their knowledge, the elector meets the qualifications to vote.
4. The completed application form must be sent to the municipal returning office for M14 by mail, scan and email, or by other means.
 - a. The office address and contact information will be published at <http://www.electionsnb.ca> after the office is opened at the start of the election;
 - b. Alternately, the office address and contact information can be obtained from Elections NB at 1-888-858-VOTE (8683).
 - c. There is no cut-off for applications for a special ballot before Election Day. However, as Election Day approaches, it may become unlikely that the elector will be able to return a special ballot on time.
5. Once the form has been received at the returning office, Special Voting Officers will prepare a special ballot kit after special ballots become available following the deadline for nominations. It will contain:
 - a. a special ballot;
 - b. a Special Ballot Envelope;
 - c. a Certificate Envelope; and
 - d. a Special Ballot Instruction Sheet.
6. The municipal returning officer will coordinate with a military official the best method to send the special ballot kits to the deployed CF electors, so that the cast ballots may be returned as quickly as possible.
7. Once the deployed CF elector receives their special ballot kit, they must:
 - a. Mark the ballot in favour of the candidate(s) and/or plebiscite(s) on the special ballot, and
 - b. Complete the required steps on the Special Ballot Instructions for Voters sheet:

- i. Put the marked special ballot in the plain Ballot Envelope;
 - ii. Seal the Ballot Envelope;
 - iii. Put the Ballot Envelope in the Certificate Envelope;
 - iv. Complete and sign the certificate on the back of the Certificate Envelope. This signature must match that used on the original Application form;
 - v. Seal the "Certificate Envelope";
 - vi. Mail or deliver it to the municipal returning officer for M11 – Oromocto. Note that that the ballot must arrive prior to 8 pm on ordinary polling day in order to be counted.
8. All special ballots must be returned to the municipal returning office no later than 8 pm on ordinary polling day in order to be counted, as detailed in the *Municipal Elections Act*. Unfortunately, if any ballots are returned after this time, they are considered "spoiled" and will not be counted towards any candidate.
9. Once the ballot is returned to the returning office prior to 8 pm on ordinary polling day, the Special Voting Officers will:
 - a. Ensure that the certificate envelope is properly completed by verifying:
 - i. the name on the certificate envelope is the same as that of the elector to whom a special ballot paper was issued; and
 - ii. the signature on the Certificate Envelope appears to be the signature of the elector who applied for the special ballot paper on the original Application form.
 - b. if satisfied that the information is correct, they will:
 - i. Remove the Ballot Envelope from the Certificate Envelope, and destroy the Certificate envelope;
 - ii. Deposit the unopened ballot envelope into the ballot box;
10. When the ballots are counted on ordinary polling day, the Special Voting Officer will ensure that regardless of the elector's municipality, school district, or health region, the ballot will be tabulated for the named candidate.

Institutional Voters*
**Application for Special Ballot Paper and
for Addition to List of Electors**

(Municipal Elections Act, SNB 1979, c. M-21.01 s.39.1(1) and 39.3(2))

Please print / Écrivez en caractères d'imprimerie



Électeurs en institution *
**Demande de bulletin de vote spécial et
d'adjonction à la liste électorale**

(Loi sur les élections municipales, LN-B 1979, c. M-21.01, art 39.1(1) et art 39.3(2))

M 06 111
(2023-08-15)

1 Ordinary civic address of elector (or substitute court address for inmates with no fixed address) Adresse de voirie ordinaire de l'électeur (ou adresse du tribunal pour les détenus n'ayant pas d'adresse fixe)			Address where ballot to be sent Adresse où envoyer le bulletin de vote		
No. / N°	Street / Rue	Unit / Unité			
Community / Communauté		Postal Code / Code postal	Contact Person / Personne-ressource		
			Telephone No. / N° de téléphone	E-mail / Courriel	
2 Surname / Nom de famille		First name / Prénom	Middle name / Second prénom	Gender / Genre	Date of birth / Date de naissance month / mois day / jour year / année
3 Application for special ballot and confirmation of elector: / Demande de bulletin de vote spécial et confirmation de l'électeur :					
I apply for a ballot paper to vote in the pending election in the community where I ordinarily reside.			Je fais demande d'un bulletin de vote spécial pour voter dans la communauté où je réside ordinairement.		
I confirm that I will be eighteen years of age on or before polling day, I am a Canadian citizen, I have been or will have been ordinarily resident in New Brunswick for 40 days immediately preceding the date of the election, and I am (or am deemed to be) ordinarily resident at the above address. I am not to my knowledge disqualified as an elector under the <i>Elections Act</i> or <i>Municipal Elections Act</i> , for any other reason.			Je confirme que j'aurai 18 ans révolus au plus tard le jour du scrutin, que je suis citoyen canadien, que je réside ou j'aurai résidé ordinairement au Nouveau-Brunswick pendant les 40 jours qui ont immédiatement précédé la date de l'élection et je suis (ou je suis considéré) ordinairement résident à l'adresse ci-dessus. Autant que je sache, je ne suis pas inhabile à voter en vertu de la <i>Loi électorale</i> ou la <i>Loi sur les élections municipales</i> pour toute autre raison.		
_____			_____		
Signature of elector			Signature de l'électeur		
4 Confirmation of institution official: / Confirmation du (de la) responsable de l'établissement :					
I confirm that to the best of my knowledge the person named above is (or is deemed to be) ordinarily resident in New Brunswick at the above address, is a Canadian citizen, will be eighteen years of age on or before polling day, and is the person named above.			Je confirme que, autant que je sache, la personne nommée ci-dessus est (ou est considérée) ordinairement résidente au Nouveau-Brunswick à l'adresse ci haut; elle est citoyen canadien; elle aura dix-huit ans révolus le jour du scrutin; et elle est la personne nommée ci haut.		
_____			_____		
Institution Official (Print Name and Title, and Sign)			Responsable de l'établissement (nom et titre en lettres moulées et signature)		

* Use for military personnel posted off base, and persons in correctional facilities or nursing and special care homes /

* Utiliser pour le personnel militaire affecté hors base et pour les personnes dans les établissements correctionnels ou les foyers de soins ou de soins spéciaux